



HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

C O U N T Y O F O R A N G E

APPLICATION FOR INCLUSION ON CONTRACTOR BIDDER'S LIST

Thank you for your interest to be included on the County of Orange, Housing and Community Development Department's (H&CD) Contractor Bidder's List. Only contractors who have submitted an application and have been found to be eligible per H&CD's Policies and Procedures (AS-2.2.7) will be allowed to bid on work funded by H&CD. Please fill out the application completely and return to the following address:

H&CD/Program Compliance, 1770 N. Broadway, Santa Ana, CA 92706

Name of Company: _____

Name of Owner(s): _____ / _____

Business Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

State Contractor's License Number: Type of License: A ▲ B ▲ C ▲ Specialty # _____

Home Improvement Certificate? Yes ▲ No ▲ Federal Tax ID #: -

Lead-Based Paint Certificate: Inspector: Yes ▲ No ▲ Monitor: Yes ▲ No ▲ Clearance: Yes ▲ No ▲

Contractor Gender: Male ▲ Female ▲ Ethnicity: Black ▲ White ▲ Hispanic ▲

Native American ▲ Asian/Pacific Islander ▲ Other (Non-Hispanic) ▲ _____

Have you ever been convicted of violating federal, state or local laws in the course of discharging your duties as a contractor? No ▲ Yes ▲ If yes, please explain: _____

Have you ever been disbarred from participating as a contractor in any federal or local housing program? No ▲

Yes ▲ Please explain: _____

Has your contractor's license ever been revoked or suspended by the State of California? No ▲ Yes ▲

If yes, please explain: _____

Please attach a copy of the following documents in order to complete your application. Applications without the attached items will be considered incomplete until all documentation is obtained from the contractor.

- Liability Insurance
- Workers Compensation Insurance.
- State Contractor’s License
- Home Improvement Certificate

NOTE: Jobs over \$25,000 may require performance bonds for 100% of the contract amount.

H&CD will process your application and will verify your license, insurance, Home Improvement Certification and will check the Federal List of Parties Excluded from Federal Procurement and Nonprocurement Programs Publications.

Designated Contractor’s List

H&CD will maintain it’s contractor bidder’s list to be used by it’s Service Provider for rehabilitation activities and by H&CD staff for Block Rehabilitation projects. Contractors will be mailed notices of bid opportunities on a minimum rotational basis of twenty (20) contractors per project. Contractors may wish to choose a designation to highlight their specialty work, such as contractors who only perform work on Mobile Homes. For example, for work on mobile homes, the minimum of twenty (20) General Contractors will be mailed notices as will all contractors selecting the Mobile Home Specialty.

Please check the appropriate designation: ▲ General Contractor ▲ Plumbing Contractor (C-36)
▲ Exterior Related (C-27, 8, 12, 13, 39) ▲ Electrical Contractor (C-10) ▲ Mobile Home Specialty

Contractor Performance Expectations

Contractors performing work for H&CD are expected to display professional behavior at all times and are subject to removal from the Contractor Bidder’s List under the following circumstances:

- Contractor does not possess a current, valid Contractor’s License and Home Improvement Certification;
- Contractor does not possess required insurance;
- The Contractor’s performance was determined to be unacceptable for any of the following reasons:
 - Project not completed on a timely basis;
 - Quality of workmanship was determined to be below standard;
 - Contractor did not maintain nor provide necessary and accurate documentation, including, but not limited to permits and private property agreements;
 - Contractor did not treat the client in a business or professional manner;
 - Contractor does not maintain an acceptable performance rating; and,
 - Contractor fails three (3) times to attend consecutive bid-walks when invited during any six month period.

Signature and Understanding

The undersigned hereby acknowledges that any misrepresentation as to the above information can result in disqualification from consideration as a contractor in the program and herewith authorizes Housing and Community Development to contact any of the above listed entities and/or individuals as deemed necessary by the County of Orange for the purpose of qualifying the contractor herein identified.

By:_____ Date:_____

H&CD Staff Use Only		Title	Company Name
Insurance ▲	Worker’s Comp ▲	Contractor License ▲	Home Improvement Certificate ▲
Lead-Based Paint Certification ▲	CSLB Check ▲	Federal List Check ▲	
Accepted ▲	Declined ▲	_____	Staff Initials/Date:_____